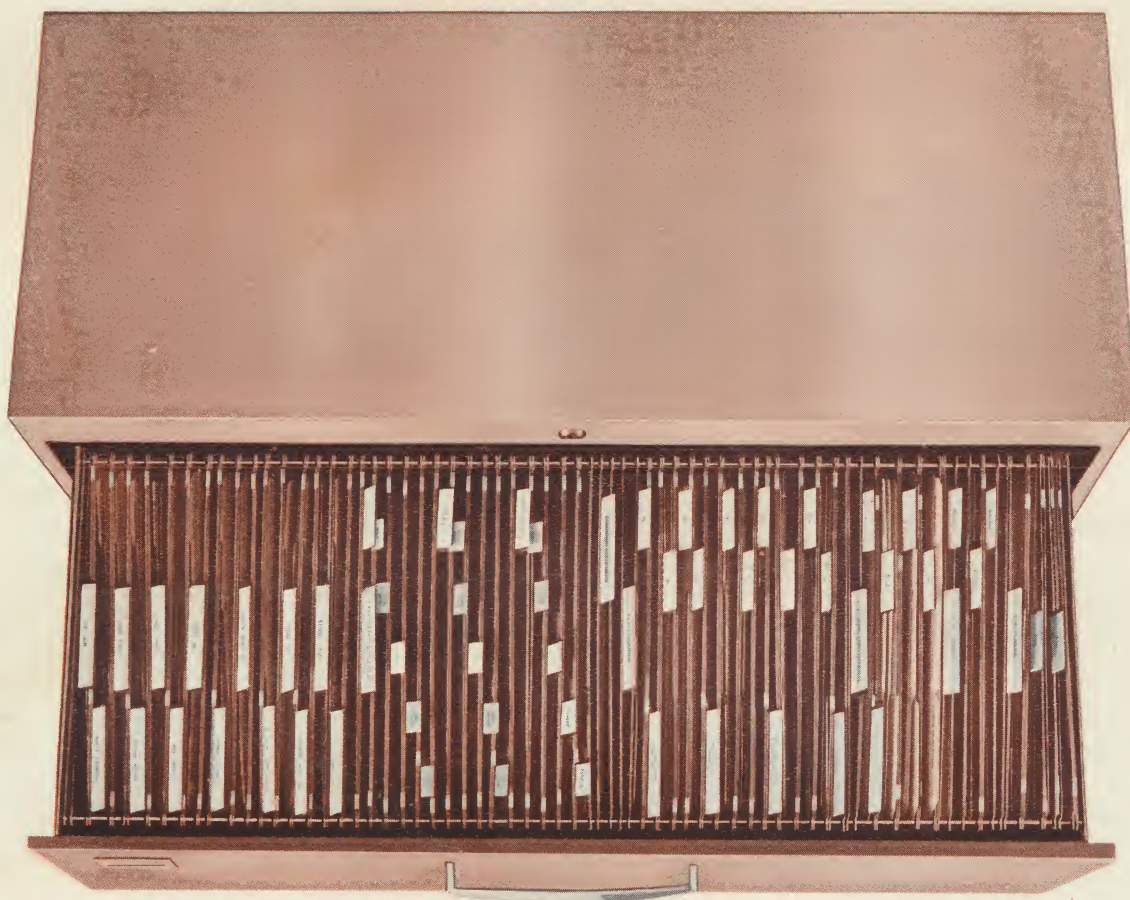




LATERAL
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Oxford[®]

LATERAL
PENDAFLEXERS



Oxford **LATERAL PENDAFLEXERS**

Filing cabinets designed specifically for **OXFORD PENDAFLEX® KEYBOARD FILING**

New speed and convenience

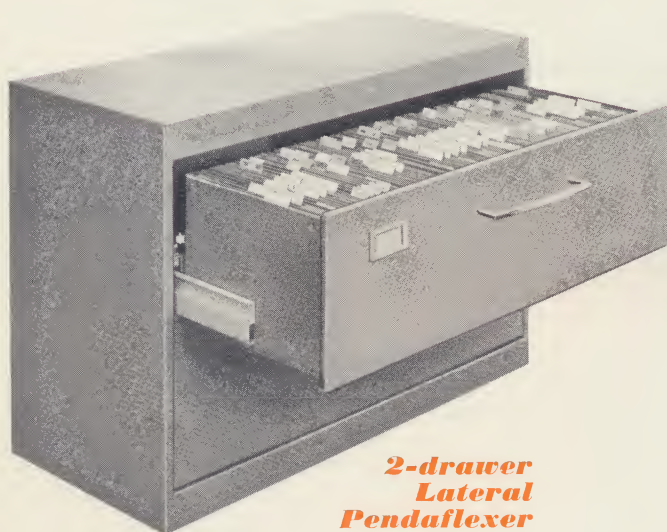
Every folder in the drawer is close at hand

21% more records exposed per drawer opening

Narrower aisles between files

Fit where you can't possibly put filing cabinets

(Standard colors are Desert Sage or Oxford Grey.
Furnished to order in light Desert Sage, light
Grey, Olive Green, Mist Green or Brown, or in
any two-tone combination. See back page)

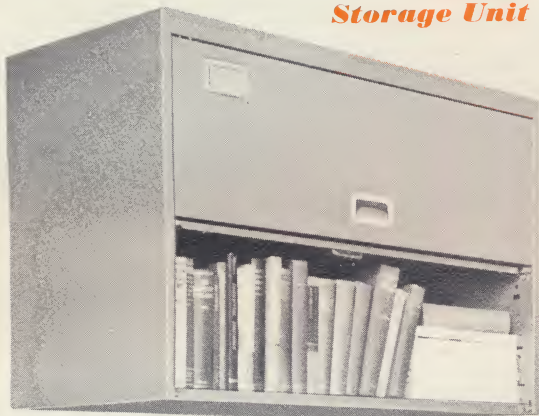


**2-drawer
Lateral
Pendaflexer**



**3-drawer
Lateral
Pendaflexer**

**2-shelf
Lateral
Storage Unit**



**5-drawer
Lateral
Pendaflexer**

Why is the Lateral Drawer longer?

(33½ inches instead of 27 inches). With the longer Lateral drawer, fewer cabinets are necessary, and filing is faster because of less frequent interruptions to open and close drawers. You save cabinets, and you save filing time.

Why aren't end-opening drawers longer?

Because in end-opening cabinets the back folders are a full arm's length away, limiting practical drawer length to 27 inches. In side-opening Laterals every folder in the drawer is only a hand's breadth away.

Furthermore, it would be too laborious to push the extra load of folders and guides back and forth on the bottom of a longer drawer. In Laterals, the weight of the folders is insignificant because you equip these files with OXFORD PENDAFLEX hanging/sliding folders.

What are the advantages of PENDAFLEX hanging folders?

OXFORD PENDAFLEX hanging folders take the hard labor out of filing. The sliding, suspended folders transfer weight from the drawer bottom to the top and distribute it evenly on smooth steel rails.

PENDAFLEX sliding folders glide with finger-tip ease, and cannot slump or sag. Records personnel are thrilled with the sliding ease, and management benefits from sharply reduced cost of file operation and accuracy unmatched by any other filing equipment.

Is PENDAFLEX an improvement over old style filing?

Oxford Pendaflex has been described by users as "the first genuinely new filing equipment in 25 years."

When you use free-sliding Oxford Pendaflex hanging folders, you eliminate these wasteful motions which are necessary in conventional filing:

1. Loosening the follow block.
2. Two-handed opening of a "V" working space.
3. Fingering through concealed tabs.
4. Extra filing motion because tabs are on back flap of folder.
5. Pushing papers down into place.
6. Tightening of the follow block.
7. Frequent jogging to maintain file neatness.

In conventional filing all tabs in front of the opened folder are invisible. In Pendaflex filing, all tabs are visible thanks to independent suspension of folders.

Scientific proof of PENDAFLEX superiority.

Time studies were made of Pendaflex and of conventional filing (pressboard guides and manila folders) by a nationally prominent time study organization. Their tests established that under the same operating conditions Oxford Pendaflex averages three times faster, or, as in one series of studies, 382 Pendaflex filings per hour compared to 127 conventional filings per hour.

LATERAL

PENDAFLEXERS

NEW and DIFFERENT

Designed to make Pendaflex "Keyboard Filing" even faster and more convenient ■ **Built-in Pendaflex Rails:** no fussing with frames. Drawers are ready for instant Pendaflex hanging folder use, on smooth stainless steel rails ■ **"Broadside" Filing:** every folder gets a front row seat! No more reaching into the back of the drawer. Every folder is out front, equally handy for instant Pendaflex Keyboard selection—adding new speed and convenience to Pendaflex filing ■ **Greater Drawer Capacity:** instead of 27 inches of filing space, each drawer has 33½ inches. The extra 21% means fewer drawers to open and close, time and energy saved ■ **Drop-Filing Speed:** Laterals combine the drop-filing speed of Pendaflex drawer filing and the space economies of shelf filing without the exposed records and disorganized appearance that shelf filing creates in an office.

Doesn't Hog Office Space: Instead of protruding 27 inches into the aisle, Lateral drawers extend less than 14 inches. When used in quantities in a large filing department, aisle space can be reduced considerably. But the big space advantage of the Lateral Pendaflexer is its ability to fit in places where you can't possibly put standard size cabinets.

In Corridors: Many corridors are wider than needed for passageway but not quite wide enough for conventional files without setting up a road block when drawers are opened. Try Laterals, and be pleasantly surprised.

Against Crowded Walls: Many offices have wall space that you'd like to line with cabinets, but desks are too close. Try Laterals here too.

In Wall Recesses: Wall recesses offer perfect location for Laterals. In fact, layout of walls in new offices can include recesses planned to accommodate Laterals.

Room Dividers: Another natural situation for slim, trim Laterals; instead of a partition to break up office space, put in a bank of five drawer Laterals, with two-drawer shelf-toppers. If you want a counter-high partition, use 3-drawer Laterals, as illustrated on page 6.

LATERALS PROVIDE ORDERLY USE OF ABOVE-THE-FILE "AIR RIGHTS"

With Laterals the space above the 5th drawer can be used either for regular shelf filing or for protected storage of bound records, reference books, boxes of Pendaflex folders and interior folders, supplies of stationery, index cards and other office materials that need to be conveniently at hand for department use.

For this, a topper unit of two shelves with lift-up doors is available. The unit bolts on the top of five drawer Laterals. They are made with or without a lock, which automatically engages when the lock on the Lateral Pendaflexer underneath is closed. Each unit of two shelves provides over 5 cubic feet of storage space. Shelves are a convenient 12½ inches deep, putting everything within easy reach.

This is "found" storage space, that can't be used above conventional files because they are too deep. Be sure to add toppers to your five drawer Laterals if you need extra storage space.

in corridors



as a room divider



recessed in the walls



the Lateral storage unit



LATERAL PENDAFLEXERS

3-DRAWER COUNTER-HIGH

Saves Counter Space: Using conventional files as counters is an excellent theory until you measure the space they require. With open drawers, the space you need for a counter runs to 55 inches, plus space to stand on either side. That's quite a swath to cut through an office! Laterals make file counters practical. The Lateral counter itself is a slim 17 inches deep; the drawers, fully opened, add less than 14 inches. You hardly need to step away in order to open a drawer, extract the needed papers and pass them across the counter.

"Low Boy" Styling: The small office or department with limited filing needs will like the "chest of drawers" styling of Lateral Pendaflexers in the three-drawer size. Remember too that the space problem in small offices often can be solved by Laterals. When no amount of shuffling around of furniture templates on an office layout chart can find a place for everything, where the pulled-out drawers of a conventional cabinet would force a traffic detour, try Laterals. And still the top reason for putting in Lateral Pendaflexers is—Pendaflex filing, in Pendaflex hanging-sliding folders, in a new style drawer that offers the file clerk new ease, speed and convenience.



2-DRAWER STYLE

Fingertip reference to three times as many records: The deep drawer in your desk offers about 24 inches of filing space. With a two-drawer Lateral Pendaflexer behind your chair, you add 66 inches of drawer space—giving you fingertip reference to almost three times as many records.

You also add a 26 inch high work area of more than 3½ square feet, to supplement your desk space.

“Broadside” access to the folders in Lateral Pendaflexers offers a tremendous improvement in desk-side-filing. You can easily reach every folder in the 33 inch drawer because they are all equally close at hand.

Filing Idea: Use deep desk drawer for daily schedules, follow-ups, and immediate projects, all Pendaflex-filed in a No. 4042 Pendaflex Desk Drawer Outfit.

Use top drawer of Lateral Pendaflexer for papers relating to work in progress, and general reference files.

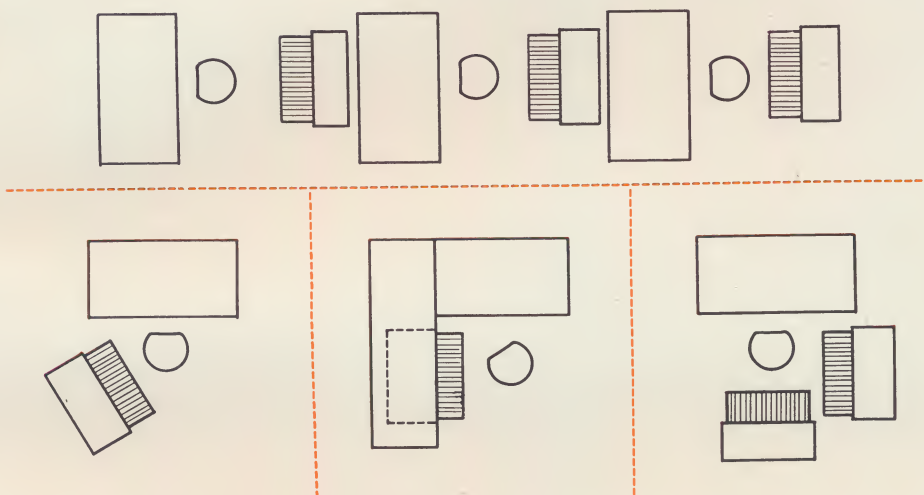
Use bottom drawer to organize miscellaneous material, to file supplies of letter size or smaller forms, and to allow for expansion of top drawer material.

Place dictating equipment on top of Lateral Pendaflexer, along with reference volumes, current business magazines, extra phone, etc.

Two Drawer Laterals offer convenient modular desk arrangements ■ On either side of your chair ■ Under the side table of modular desks ■ Behind your chair ■ Use more than one, in several of these locations.



Two-drawer Laterals offer many modular desk arrangements



COMMAND POST Filing for Decision Makers Credit Managers, Project Supervisors, Purchasing Agents can now have almost three times as many records at their fingertips, where they're needed, when they're needed.

Oxford LATERAL PENDAFLEXERS

Drawer units measure 30 $\frac{1}{2}$ " front to back with drawer open. Shelf unit measures 27 $\frac{1}{8}$ " with door extended.

All Drawers provide 33 $\frac{1}{2}$ " of filing space in Oxford Pendaflex hanging folders. Inside drawer dimensions are 10 $\frac{1}{2}$ " high, 33 $\frac{1}{2}$ " wide and 13 $\frac{3}{4}$ " deep.

Oxford Lateral Pendaflexers are available in letter size only **FOR NEW LEGAL SIZE LATERALS, SEE PRICE SUPPLEMENT 64.9L**

2-DRAWER CABINETS, WITH LOCK

36 $\frac{3}{4}$ " long, 17 $\frac{1}{8}$ " wide, 26 $\frac{3}{8}$ " high, Ship. wgt. 120 lbs.

Stock No.	Color	Price Each
4-2211	desert sage	\$106.00
4-2221	Oxford grey	106.00

3-DRAWER CABINETS, WITH LOCK

36 $\frac{3}{4}$ " long, 17 $\frac{1}{8}$ " wide, 36 $\frac{3}{8}$ " high, Ship. wgt. 158 lbs.

4-2311	desert sage	138.50
4-2321	Oxford grey	138.50

5-DRAWER CABINETS, WITH LOCK

36 $\frac{3}{4}$ " long, 17 $\frac{1}{8}$ " wide, 59 $\frac{1}{8}$ " high, Ship. wt. 245 lbs.

4-2511	desert sage	225.00
4-2521	Oxford grey	225.00

5-DRAWER CABINETS, NO LOCK

4-2510	desert sage	217.00
4-2520	Oxford grey	217.00

2-SHELF STORAGE UNITS, WITH LOCK

36 $\frac{3}{4}$ " long, 17 $\frac{1}{8}$ " wide, 24 $\frac{1}{4}$ " high, Shelf space measures 10" high, 35 $\frac{1}{4}$ " wide, 13" deep,

Shipping weight 88 lbs.

5-2211	desert sage	53.00
5-2221	Oxford grey	53.00

2-SHELF STORAGE UNITS, NO LOCK

5-2210	desert sage	48.75
5-2220	Oxford grey	48.75

Bottom shelf can be enlarged to 10 $\frac{3}{4}$ " high, 35 $\frac{1}{4}$ " wide and 16 $\frac{1}{2}$ " deep by removing floor back plate

DIVIDER PLATES FOR SHELF UNIT

5MD	aluminum only	.47
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COLORS

Olive Green or Mist Green are available at regular prices.

Brown, Light Oxford Grey, Light Desert Sage or Two Tone (drawer front and shell in two different colors) are available at nominal additional cost.

Special colors also available at nominal additional cost. Please submit sample of special color when ordering.

Prices on application for grained finishes.

Oxford PENDAFLEX®

HANGING FOLDERS

Packed with plastic tabs.

Size	Stock No.	Each	25 up per C	500 up per M
LTR	4152 $\frac{1}{2}$	\$.19	\$15.70	\$150.00
LTR	4152 $\frac{1}{2}$.20	16.25	155.00

Packed without tabs.

LTR	4152	\$.15	\$12.40	\$120.00
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PENDAFLEX TABS, PLASTIC

Size	Wide	High	Stock No.	Each	25 up per C	500 up per M
1 x 9/16	T41			\$.04	\$3.00	\$27.50
2 x 9/16	42			.04	3.30	30.00
3 $\frac{1}{2}$ x 9/16	43 $\frac{1}{2}$.05	3.85	35.00

BOX BOTTOM FOLDERS

For bulky tariffs, catalogs or any large quantity of bound papers.

LTR	4152 x 2	\$.19	\$15.65	\$150.00
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FOLLOW-UP FOLDERS

Jan. to Dec. and 1-31 full width No. 44B2 tab attached. 2 sliding signals indicate month and day.

LTR	4152B2	\$.43	\$36.30	\$330.00
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INTERIOR FOLDERS

For use inside Pendaflex folders, to subdivide papers.

Size	Stock No.	100 up per C	500 up per M
LTR	4210	\$2.45	\$21.95
LTR	4210 $\frac{1}{2}$	2.70	24.60
LTR	4210 $\frac{1}{2}$	2.70	24.60

Pendaflex Products are fully listed in Oxford Catalog No. 60, pages 14 thru 18.

Oxford SHELF FILING SUPPLIES

For use in 2-Shelf Storage Units.

SIDE TABBED FOLDERS, MANILA

3/4" Tab for plenty of label space. Specify tab cut and position. 11 points thick.

Size	Stock No.	100-499 per C	500 up per M
With Tab			
9 $\frac{1}{2}$ x12 $\frac{1}{4}$ Str. Cut	5752	\$4.85	\$44.10
9 $\frac{1}{2}$ x12 $\frac{1}{4}$ Tabbed	5752T	4.85	44.10

SHELF FILING GUIDES, BLUE PRESSBOARD, FULL HEIGHT

2 $\frac{1}{4}$ " regular side tab in position desired.

Size	Stock No.	50-499 per C	500 up per M
With Tab			
9 $\frac{1}{2}$ x12 $\frac{1}{4}$ No Hooks	502M	\$22.35	\$203.00
9 $\frac{1}{2}$ x12 $\frac{1}{4}$ With Hook	502MH	28.15	256.00

OUT GUIDES, MANILA

Printed 2 sides alike, red ink. Shows date, requisitioner, item taken.

Size	Stock No.	100-499 per C	500 up per M
With Tab			
9 $\frac{1}{2}$ x12 $\frac{1}{4}$	5251	\$7.30	\$66.40

The complete line of Oxford Shelf Filing Supplies is listed on page 13 of Oxford Catalog No. 60

OXFORD FILING SUPPLY CO., INC.
CLINTON ROAD
GARDEN CITY, N.Y.
NEW YORK • ST. LOUIS • CHICAGO • DALLAS • AUGUSTA • LOS ANGELES

21